

Division of Assessment Implementation
DAC Monday Email for December 16, 2002

Question of the Week!

Our office has received a couple of calls and emails about the acceptability of allowing teachers to look through test booklets, after the testing is complete in their district.

Below is our response to this issue:

The Kentucky Department of Education agrees that it is important for all stakeholders in our state-required assessment and accountability system be aware of the expectations of the testing program. For that reason the Kentucky Department of Education released an entire form of the test at every assessed grade level from the Spring 1999 testing. That form is available for downloading or printing at the following link to the KDE website:

http://www.kde.state.ky.us/oaa/implement/KCCT_release/KCCT_items.asp.

Teachers viewing the "live" exam is not allowable because of the Kentucky Board of Education regulation *703 KAR 5:080 Administration Code for Kentucky's Educational Assessment Program*. This regulation has not changed since it was revised in June of 1999. The statements in blue below are quotes from the *Administration Code* and the black text provides an explanation.

"No one shall take notes regarding the content, concepts, or structure of any secure test item."

Even if pen and pencil are not allowed in the room, it does not prevent mental notes either consciously or subconsciously.

"Local district staff may not show items in the test booklets to anyone not administering the test unless directed by the Superintendent." Notice that the language indicates a directive from the Superintendent, not asking his/her permission or approval. It would be an unusual situation for the Superintendent to make such a request since Superintendents are also bound by the *Administration Code*.

"Teachers or other staff with knowledge of the content of any secure test item shall not reveal this content to anyone." School staffs in most aspects of a school's function are encouraged to discuss issues, but in the administration of the assessment it is clearly not permitted. Establishing a formal school session to look at a document you can neither discuss or use in any way seems without any legitimate purpose.

"Teachers or other staff who become aware of specific test items through any means, shall not use this knowledge to prepare students for the assessment." If the teachers saw the items, they would be unable to use the information to prepare students. Many teachers would not see the value in viewing the test if they could not use that information. Viewing the test items could cause teachers to inadvertently include information in classroom instruction that could result in a testing allegation.

"Because local district or other certified staff have access to the *Kentucky Core Content for Assessment* and because direct and systematic access to the assessment itself would produce undue risk to security of the assessment, local district and other certified staff shall **not** be permitted routine and systematic access to the assessment." This statement very specifically says that the viewing of test items would be a violation of the *Administration Code*, since it is NOT permitted.

While teachers administering the test will see some items during the testing session, it is considered a necessary but nominal risk to test security. The behavior of all teachers and school staff administering the test is governed by the Administration Code regulation. A regulation has the force of law and failure to follow a regulation has consequences such as a formal allegation, a Education and Professional Standards Board hearing, or potential loss of teacher certification. If you have any further questions or need more clarification, please contact our office.

Rewards Information

Last week the Department of Education publicly released the school rewards amounts. Attached is a copy of that information:



rewards.rtf (22 KB)

If you have specific questions, call Lynn Whittaker at 502-564-1979.

Administration Code Training

If you have district personnel in need of Administration Code training as the result of an allegation, they may register for a training session at KDE. The first training date is January 15 from 12:30-3:30 PM. It will be held in the 18th Floor Conference Room of the Capital Plaza Tower, 500 Mero Street, Frankfort. To register, send the names of individuals to Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394). When that session is full, we will schedule additional ones.

Appeals

Schools who have new performance judgments as a result of the adjusted scores now on the web, will have until January 2, 2003 to file an appeal (extended from January 1, 2003 because of the holiday). The appeal procedures are the same as those for the regular appeal process.

Alternate Portfolio Reminders

Winter Working Sessions

Western KY 1/10/03 9:00 - 3:00

Hardin County Extension Office
201 Peterson Dr.

Elizabethtown, KY kcotton@ca.uky.edu?subject=KAP%20Training
270-765-4121

Eastern KY 1/22/03 9:00 - 3:00

Hazard Community College

KY Route 15 South
Hazard, KY 40701
Contact: Kelly Campbell
606-436-5721 Ext. 8061

Registration is necessary due to the possibility of inclement weather and last minute cancellations. You may want to consider giving your home and school telephone numbers. Additionally, if you only plan to attend in the afternoon let them know so they can anticipate attendance.

If you have trouble registering or need special accommodations, please call or email Tina Buster (859-257-8456 or tbuster@uky.edu) or Matt Renfroe (859-257-4357 or mrenf@uky.edu).

Student Count Form

Please remember to register any students who are submitting alternate portfolios for accountability this year on the KAP webpage at ww.ihdi.uky.edu. It is on the second, protected page (you will need to register to get there) at the bottom left under KAP Student Count System. This form is also protected so will need to register with a password here. Only DACs should have access to this form. If you have trouble accessing the form, please contact Tina (tbuster@uky.edu) or Matt (mrenf@uky.edu).